CC#14

August 28, 1939.

Circular Letter No. 31

To : Superintendent of Schools

Re : DISTRIBUTION OF ENGLISH BOOKS IN THE ELEMENTARY GRADES.

Ladies and Gentlemen:

The new English books which will be sent to your districts during the first weeks of the present school year should be districts during the first weeks of the present school year should be distributed as follows:

A. Basic Textbooks

Books	Grade
1. Pre-Primer, Happy Road, Little Friends	II
2. Primer, Happy Road, Little Friends	II
3. Primer, Elson-Gray	II
4. Reader #1, Happy Road, Little Friends	III
5. Reader #1, Elson-Gray	III
6. Reader #2, Happy Road, Outdoor and In.	IV
7. Reader #2, Elson Gray	IV
8. Reader #3, Happy Road, Now and Long Ago	V
9. Reader #3, Elson-Gray	V
10. Reader #4, Elson-Gray	VI
11. Reader #4, Children's Own Readers	VI
12. Reader #5, Elson-Gray	VII
13. Reader #5, Children's Own Readers	VIII
14. Reader #6, Elson-Gray	VIII
15. Reader #6, Children's Own Readers	VIII

B. Workbooks

Title	Grade
1. Essentials of Everyday English (Grade III)	V
2. Essentials of Everyday English (Grade IV)	VI
3. Essentials of Everyday English (Grade V)	VII
4. Essentials of Everyday English (Grade VI)	VIII

These workbooks will be sent to twenty-eight (28) districts in sufficient quantity so that each pupil in both the rural and urban areas may have a copy. Superintendents of those districts receiving these workbooks will be requested to send their English Activities Books to one or more of the twenty-eight districts not receiving workbooks. In this way we will have in sufficient quantity so that every pupil may have a copy workbooks in twenty-eight districts and English Activities Books in twenty-eight districts.

These workbooks are to be used as non-consumable materials and not as consumable materials; that is, they are to be used from year to year in the same way that a textbook is used. The average life of a textbook is three(3) years. We expect that the average life of these workbooks will also be three (3) years. On this basis, therefore, we recommend that these workbooks be kept in the classroom, to be distributed to the pupils whenever the teacher may plan to use them.

The first and second years these workbooks are used, the pupils should not be permitted to write in them; they should be requested to buy pads or note books and all the written work which would ordinarily be done in the workbook should be done on the pad or in the notebook. The third year these workbooks are used, the pupils may be permitted to write in them.

The Department has purchased these workbooks because we feel there is an urgent need for such materials in our elementary schools. We hope the used of these workbooks will help to eliminate excessive blackboard work on the part of the teachers.

Teachers are requested not to used any unsuitable materials which may be found in these workbooks; e.g., such expressions as "ain't,""hisself," "Theirself," etc. Teachers are also requested to follow the instructions given on the inside cover of these workbooks.

C. Study-Period Projects and Exercises

For experimental purposes and in order to provide suitable exercises and drills for pupils who are in need of special remedial reading instruction, the Department has purshased this year 300 copies of each of the following:

I. Revised Study-Period Projects

1. Grade I to be used in Grade III
2. Grade II to be used in Grade IV
3. Grade III to be used in Grade V
4. Teachers' Handbook-For use by teachers using Study-Period Projects.

II. Study-Period Exercises

1. Grade IV to be used in Grade VI
2. Grade V to be used in Grade VII
3. Grade VI to be used in Grade VIII

These Study-Period Projects and Exercises will be distributed only to a few districts. Teachers should used these materials with the pupils needing special remedial reading instruction. Teachers are requested to follow the directions given on the inside covers of the workbooks and in the Handbooks which accompany these materials.

These workbooks should be used as non-consumable materials and not as consumable materials. The same recommendations regarding pupil used of Essentials of Everyday English apply to these workbooks.

D. A Picture Dictionary For Children

For experimental purposes, the Department has purchased this year 50 copies of this dictionary, which is to be used in the third and fourth grades. Superintendents of those districts receiving these dictionaries should allot one copy to each of the teachers assigned to teach English in the third and fourth grades.

E. Fundamentals of English

These books are being sent in lieu of the supplementary materials prepared last year by the English Field Assistants on language drills and exercises, vocabulary, and idiomatic expressions; they are to be used by the Field Assistants in the professional classes for teachers.

Copies of this book are being sent only to the headquarters towns of the Field Assistants. We recommend that our Field Assistants arrange to used these books in all the professional classes offered in their respective zones.

F. Picturesque Puerto Rico

To be used as a supplementary reader in Grade VIII.

G. Third Year Manual For Happy Road Series.

To be distributed to teachers using Now and Long Ago as a basic textbook in the fifth grade.

H. Advance Pages For Teachers' Manual to Accompany The Elephant Friend.

To be distributed to the teachers using The Elephant Friend as a basic textbook in the sixth grade.

No distinction should be made between rural and urban groups as to the distribution of books.

C.